



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 1/4/1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: JAN 10 1974 Application No.: 74-20 Date Completed: JAN 13 1974	
2. Agency Application No. EPD-6		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Division, Water Supply section 47 Trinity Avenue, Health Building Atlanta, Georgia 30334		4. Person to Contact Mr. Robert Byers	
				5. Working Title Director, Water Supply	
				6. Tel. No. 656-4807	
7. ACTION REQUESTED Amends #60, Approved 1/24/72. <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1964-date		9. Exact Series Title SUB-DIVISION WATER SUPPLY SYSTEM FILE			
10. What is the function of the office in which this record series is created? The Environmental Protection Division is responsible for the maintenance and improvement of the state's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: the administration and operation of sub-division water supply systems. Included are: Water Service agreement form; Application for a Certificate of Approval of Operation of a Public or Community Water Supply System (Form EH 5.50); Provisional Certificate of Approval; Certificate of Approval; Examination of Water (Form EH 5.30); Chemical Report; Well Data Sheet (EH 4. 8-9); Inspection Report of Community and Public Water Supplies (Form EH 5.54); Inspection Report of Public Water Supply Systems (Form EH 5.53). File is arranged: alphabetically by county and thereunder alphabetically by sub-division.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		8	12	1 1 1/2	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				9	
				This Year's Last Year's Preceding Year's All Prior Years'	
				5 5 2 1	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency? [] ☒
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] ☒
16. Does the series contain classified information requiring security handling? [] ☒
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒
18. Could the function be performed if the files were lost or destroyed? ☒ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒
20. Does the record series provide data as input to an EDP file? [] ☒
21. Does the record series contain documentation produced as EDP printout? [] ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ []

24. REQUIREMENTS. The following requires the files to be kept Permanently

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/ _____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

This record series is used by agency personnel and legal officers to assure that the operation, inspection, and maintenance of sub-division water supply systems are in compliance with the Rules and Regulations for Water Supply Quality Control (1970), and are considered standard court documentation in legal-enforcement cases involving these regulations. The series is also used in the routine service of or emergency repairs to specific systems.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>John Pearson</u> Date <u>1/4/73</u>		OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>William M. Agia</u>	<u>1/10/74</u>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>William M. Agia</u>	<u>1-17-74</u>
	Secretary of State/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Robert H. Shell</u>	<u>1-17-74</u>

STATE RECORDS
COMMITTEE